

**BRISTOL WARREN REGIONAL SCHOOL COMMITTEE BUDGET
FACILITIES SUBCOMMITTEE MEETING
MINUTES**

Wednesday, December 8, 2021

A meeting of the Bristol Warren Regional School Budget & Facilities Subcommittee was held on Wednesday, December 8, 2021. Subcommittee Chairperson Sheila Ellsworth called the meeting to order at approximately 6:04 p.m.

Present: Subcommittee: Sheila Ellsworth, Chairperson; and Tara Thibaudeau; Nicky Piper. **School Committee and Administration:** Victor Cabral; Diane Sanna, Ph. D., Assistant Superintendent; Thomas Wood, Director of Facilities; Anthony Ferrucci, Chief Financial Officer; Lee-Ann Beaupre, Director of Human Resources; Mary Ann Carroll, Esq., District Solicitor; Rose Muller, IT Director; Diana Campbell, Recording Secretary

I. DISCUSSION AND/OR POSSIBLE ACTION

A. Approval of the Minutes of November 17, 2021

MOTION: Ms. Thibaudeau made a motion to approve the Minutes of November 17, 2021 meeting; 2nd by Ms. Piper. Motion passed unanimously.

B. FY22 Financial Update

Mr. Ferrucci made a presentation to the Subcommittee to explain the organization of his standard financial reports, including the addition of columns for Year-to-Date Spent, Current Encumbrances, and a column titled, Projected Addition (funds needed).

He reviewed assumptions that he made regarding how Payroll is tracked, based on history and current expenses. He explained that the Budget is reviewed in November and March and line items are adjusted to balance the Budget. In addition to assumptions on Payroll, he explained other assumptions:

Assumption #1: Budget Managers will meet their budgets, unless he is made aware of a substantive issue that will materially impact the original budget.

Assumption #2: Staffing expenses are projected based on the November 25, 2021 payroll paid to all employees whether paid from General Fund or Grant Fund. He explained his formula for calculating the projected payroll for the balance of the year.

Assumption #3: Non-Staffing expenses are projected to meet budget unless, as in the

case of insurance premiums, where the bill is paid and no further bills are due, a budget adjustment is recommended. This is similar for Revenue. Adjustments are posted in the Projected Addition column.

His General Fund Expenditures analysis shows a net cost savings of \$539,000. General Fund Revenue is projected to be on target. The result is that less funds will be needed from Fund Balance.

Bottom line: Expenses are projected to be \$54,829,774 and Revenues are projected to be \$54,829,774, with a reduced amount of \$498,908 needed from Fund Balance. The Original Fund Balance projection was \$1,037,936.

Chairperson Ellsworth thanked Mr. Ferrucci for all his hard work in getting the District's Financial reports more accurate.

DISCUSSION: Ms. Ellsworth asked about the staffing increases at the High School, inquiring when they were approved. Mr. Ferrucci explained that some vacancies may not have been filled at the beginning of the year or may have been covered by subs, which were included under a separate line. Additionally, the amount may be a placeholder until the Superintendent makes her recommendations to the Subcommittee.

Ms. Piper asked about medical insurance costs. Mr. Ferrucci explained that for this November review, he is using the assumed budget. He expects it to go down by about \$50,000 because the exact insurance needs of teachers are not known at this time.

MOTION: Ms. Piper made a motion to approve the Revised FY22 Budget and to move it, with the recommendation of the Budget Facilities Subcommittee, to the full School Committee for approval. Motion was seconded by Ms. Thibaudeau. The motion was approved unanimously.

C. FY22 Capital/Facility Projects

- **Capital/ Facility Project Status**

Mr. Wood provided an update on Capital Projects. He stated that security cameras, roof tops, and retractable bleachers are ready to go out to bid. He expects to get bids by early January, in time for the next Subcommittee meeting. He segued to Item D. Reynolds Move Schedule, to report that everything is on track to be finished, with Certificate of Occupancy on December 23, and the move scheduled for the Christmas break.

- **KMS/MHHS Gymnasium**

From the public, Amy Carey asked about having the gym floors at the Middle School refinished in time for January. She went out for quotes and solicited feedback from

Facebook parents.

Chairperson Ellsworth asked Mr. Wood if he had looked at the floors in question. Mr. Wood explained that he had looked at the floors. He explained that to screen and topcoat the floors will only be a temporary improvement. It has been a long time since the floors were done properly and they really need a longer-term solution of sanding and refinishing. He is looking into putting the project into next year's Maintenance Budget.

Ms. Thibaudeau asked if it's possible to get this done. Mr. Wood explained that it is a project that can be done with in-house staff, but he needs the manpower over the Christmas break to help with the move to Reynolds. He noted that he may need to use an outside contractor.

- **MHHS Boys Locker Room**

Assistant Superintendent Sanna explained that this is an ADA issue. Currently there is an alternate facility that the students can use for privacy. Teachers are aware that it's there and, as appropriate, they do discuss it with students.

Chairperson Ellsworth asked for a plan with costs to get a privacy area in the Boys Locker Room. Mr. Wood will start the process and report back.

D. Reynolds Move Schedule - this was covered under Capital Projects.

E. Grants

- **CHAMPLIN Grant for MHHS Fine Arts Lab, \$49,812**

Assistant Superintendent Sanna requested approval to accept a CHAMPLIN Grant for \$49,812 for computers for the Mt Hope Fine Arts Lab. She explained that this was a tremendous opportunity for the school to provide up-to-date computer technology for the Fine Arts Department at the High School.

DISCUSSION:

Ms. Thibaudeau asked if the grant covered the maintenance and eventual refresh of the equipment. Chairperson Ellsworth added to the question to ask how the refresh will be covered in the future.

Assistant Superintendent Sanna explained that the program will be evaluated to determine if it's something that the District wants to continue and that a Refresh plan will be put into place at that time, if it's necessary.

MOTION: Ms. Thibaudeau made a motion to approve the acceptance of the Champlin Grant for \$49,812 and to move the request to the full School Committee, with the

recommendation of the Budget Facilities Subcommittee, for approval; seconded by Ms. Piper. The Motion was approved unanimously.

- **ESSER III Expenditures to date**

Mr. Ferrucci presented the report. He noted that expenditures are allowed to go back to March 2020. He noted that some expenditures, like the Nurse Techs, are budgeted in the ELC grant for September – December, with the grant running through June 2022. Mr. Ferrucci said that the ESSER III application also has the Nurse Techs in its budget for half the year, January thru June. Since both grants are through June 2022, he recommended that the expenditures continue as they are and he will revisit the allocations of these types of expenses at the end of December. Should the ESSER III application not have these expenses approved, the district would lay off current staff being paid out of ESSER III and re-allocate the paid expenses to the ELC grant for the first half of the year.

F. Donation

- **Dell Chromebook - 50 Devices**

Ms. O'Connor explained that Dell Computers offered to donate an additional 50 touchscreen devices as a gesture of good faith and to facilitate the repair/replacement process of some touchscreen Chromebooks that were defective.

MOTION: Ms. Piper made a motion to accept the donation of 50 touchscreen Chromebooks from Dell Computers, and to move the request, with the recommendation of the Budget Facilities Subcommittee, to the full School Committee for approval; seconded by Ms. Thibaudeau. Motion passed unanimously.

G. FY21 Annual Audit Update

Mr. Ferrucci stated that the FY21 Audit is ongoing and there should be a report by January 31, 2022. He noted that the Town of Bristol was hoping that the audit would be completed in time for its Bond application. He has been communicating with the Town on the audit's progress.

H. Standardize Monthly Financial Reports

- **Cash Disbursements**

Mr. Ferrucci reported that there is nothing unusual to report this month.

I. Bids / Proposals Review

- **Waiver RFP Process for replacement of High School heating unit in MHHS Band Room**

Mr. Wood requested a waiver to expedite the installation of a new heater in the High School Band room. He explained that if he were to follow the procedure, due to the time needed to receive orders, the new heating system would not be available until after the winter heating season. With this waiver, he will be able to order the new heater and install it in January. He added that the heating system will be paid for out of ESSER II funds and that the contractor will meet the State's Master Price Agreement (MPA).

MOTION: Ms. Thibaudeau made a motion to approve the request for a Waiver of the RFP Process in order to replace a heating unit for the MHHS Band Room, and to move the recommendation for approval to the full School Committee for approval; seconded by Ms. Piper. The motion was approved unanimously.

II. ADJOURNMENT

Motion to adjourn was made by Ms. Thibaudeau; 2nd by Ms. Piper, at 7:33 PM. All approved the motion. Chairperson Ellsworth adjourned the meeting at 7:33 pm.

**Sheila Ellsworth, Chair
Budget/Facilities Subcommittee**

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